## Maternity Leave Letter To Employee

**To: Mail ID**

**From:**

**Subject: Maternity Leave Application**

**Dear Mr./Mrs. (Name),**

I am pleased to inform you about my Maternity leave Application and intent to take the full maternity grant of 26 weeks. I would like to take my Maternity leave from \_\_\_to\_\_\_barring any unforeseen complications.

In my absence, My team member (Name) will manage and take responsibility for my work. If you have any concerns regarding this, please let me know.

I express my sincere gratitude in advance for allowing me the time away so that I can fully prepare and adjust to the life of motherhood. I request you to please approve my maternity leave for the period mentioned above as per company policy.

I have attached my pregnancy details and doctor's letter confirming the details along with this application.

Thanking You,

Yours Sincerely,

Your Name